

JOB DESCRIPTION OF JR ACCOUNTANT

Objective:-

Looking for a competent Account Executive who will be required to carry out billings, handle accounts-Purchase, Accounts inward and GST Invoices reconciliation.

Key Activities:-

1. He/She should find business opportunities and contribute towards managing strong customer relationships
2. He must work in coordination with other line managers and management to develop long-term inventory plans for materials to ensure production levels are met.
3. Maintaining Accounting Entry like Purchase, Sales Journal Payment, Receipt and payment entries.
4. Preparing Monthly Bank Reconciliation Statement,
5. Balance sheet and profit and loss statement. Filling of Direct and Indirect Taxes, GST: monthly quarterly and annually.
6. Preparing Sale Invoice & Sale Register.
7. Preparing Ledger to Scrutinize & Maintain Files.
8. Preparation of budget and financial statements.
9. Compliance of Online Tax Payment systems like TDS, Service Tax & Profession Tax, GST, PF, ESIC, Tally ERP, Billing software, worked on GST portal.
10. Statement & Balance Sheet & Debtors Creditors Outstanding Statement.
11. Preparing Internal and External Audit Work. Possess sufficient knowledge of MIS software.

Skills Required(Job Specific):-

1. Computer literacy.
2. Must have sound knowledge of stock management.

3. Operational knowledge of internal purchasing system; Computer skills, including MS Office suite.

4. The candidate should have good experience of Direct, Indirect taxation, GST filing and accounting principles.

Education:-

Graduation in Commerce, BBA, MBA Certification course in Accounting and Finance.

Experience:-

2 years of experience as similar role

Age:-

25-60 year

Gender:-

Male/Female